



DDG/OSID/BOS-L2011-643259-TC

WORKFORCE SYSTEMS LETTER NO.: 11-05

DATE: April 18, 2011

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>ATTACHMENTS</u>
	<input type="checkbox"/> All Formula Grantees	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> All WIA Grantees	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> UI Directors	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Discretionary Grantees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SUBJECT: Green Jobs Grantee Conference: "Strategies for Job Placement and Retention"

1. **Purpose:** To announce the U.S. Department of Labor, Employment and Training Administration (ETA) Region 1 conference for the American Recovery and Reinvestment Act (ARRA) funded Green Jobs grantees and discretionary grantees with a substantial "Green" program component.

ETA has made significant Green Jobs investments through ARRA and other discretionary grant programs. The Boston Regional Office has determined that the most effective approach to provide technical assistance to the grantees managing these investments is currently through a regional conference. By examining grantee surveys, quarterly performance reports, and performance data, Region 1 has determined that job placement and retention are the two most crucial components where training and technical assistance are needed.

Federal presenters will include staff from ETA, Environment Protection Agency (EPA), and the Department of Labor's Office of Apprenticeship. Grantee presenters will be from Region 1 states. One half-day presentation will be conducted by the National Governor's Association, which is the contracted technical assistance provider for the Green Jobs grants funded under the ARRA. This conference will be an opportunity for attendees to not only learn from Federal staff, but also to share issues, concerns, and best practices with peers from across the region. A draft agenda is attached.

2. **Background:** Throughout Region 1, there are more than 40 grants and more than \$122,500,000 invested in Green Jobs programs. These investments involve programs related to weatherization, recycling, green practices, solar, wind, and other green industries. Many of the grants include the requirement that participants become employed, re-employed, and be retained for gainful employment. Grant programs that do not focus on employing participants focus on training incumbent workers so that the workers and their employers remain competitive. This conference will help ensure that grantees have all the tools and resources that ETA has to offer to meet the high standards and expectations of this grant program.
3. **Target Audience:** The conference is designed for Region 1 ARRA funded Green Jobs grantees and any discretionary grantee with a substantial "Green" component. The

Regional Office plans to accommodate all registrants; however, meeting space is limited, so please register as soon as possible.

4. **Logistics:** The conference will be held May 16 - 18, 2011, at the Langham Hotel in Boston, Massachusetts. The meeting will begin at 11:00 a.m. on May 16 and conclude by 12:00 noon on May 18.

To register for the conference, ***please complete the attached registration form and send it to Ms. KaeAnn Rausch via e-mail to rausch.kaeann@dol.gov by April 29, 2011.*** As mentioned above, the Regional Office plans to accommodate all registrants, but space is limited.

A limited number of hotel rooms have been set aside at the Langham Hotel under the name, "U.S. Department of Labor Green Jobs Conference" at the daily rate of \$190, plus applicable taxes. If you require overnight accommodations, please contact the Langham Hotel directly at (617) 451-1900. For directions and parking information, please visit the hotel website at <http://boston.langhamhotels.com/>.

Hotel reservations are the responsibility of each attendee and must be made ***no later than April 25, 2011.*** After this date, special rates and/or availability cannot be guaranteed. To guarantee your room, please provide a major credit card when making your reservation. Room and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure.

5. **Inquiries:** If you have any questions, please contact Mr. Trevor Capon at (617) 788-0391 or your Federal Project Officer capon.trevor@dol.gov.

A handwritten signature in blue ink, appearing to read 'Holly C. O'Brien', with a long horizontal line extending to the right.

Holly C. O'Brien
Regional Administrator

Attachment

DRAFT AGENDA

Green Jobs Conference: Strategies for Job Placement and Retention

REGION 1 GREEN GRANTEES

Boston - May 16-18, 2011

DAY 1	May 16, 2011		
11:00 – 1:00 PM	Registration		
1:00 – 1:15 PM	Welcome/ Introductions/National Update Holly O'Brien, Regional Administrator		
1:15 – 1:25 PM	Conference Overview		
1:25 – 2:25 PM	Plenary Green Economy Update		
2:25 – 3:35 PM	Plenary The Northeast Consortium – LMI		
3:35 – 3:45 PM	Break		
3:45– 5:00 PM	Workshop – LMI – Select States	Workshop – LMI – Select States	Workshop – Heldrich Center
5:00 – 6:00 PM	Peer-to-Peer Networking		

DAY 2	May 17, 2011		
8:30 – 8:40 AM	Agenda Review		
8:40 – 9:55 AM	Workshop – Working with Unions and Apprenticeship	Workshop – Recycling and Job Development Strategies	Workshop - EPA R1
10:00 – 12:05 PM	The National Governor's Association Employment and Retention Strategies		
12:05 – 1:05 PM	Lunch		
1:05 – 3:05 PM	NGA - Employment and Retention Strategies		
3:05 – 3:15 PM	Break		
3:15 – 4:30 PM	Workshop – EPA E3	Workshop – Employer Outreach	Workshop – Weatherization
4:30 – 4:40 PM	Wrap-up		
4:40 – 5:40 PM	Peer-to-Peer Networking/Meet with your FPO		

DAY 3	May 18, 2011		
8:30 – 8:40 AM	Agenda Review		
8:40 – 9:40 AM	Plenary – Connecting with the Workforce System		
9:40 – 10:50 AM	Plenary – Re-Employment		
10:50 – 11:00 AM	Break		
11:00 – 11:50 PM	Round Robin – Best Practices		
11:50 – 12:00 PM	Closing Remarks		

**U.S. Department of Labor
Employment and Training Administration (ETA) – Region 1**

*Green Jobs Conference for
Region 1 Grantees*

“Strategies for Job Placement and Retention”

**The Langham Hotel Boston
May 16 – 18, 2011**

Each attendee must submit a completed registration form. Please type or print your information as it should appear on the name badge. For questions regarding registration, please contact Trevor Capon at (617) 788-0391 or capon.trevor@dol.gov.

PARTICIPANT INFORMATION

First Name: _____

Last Name: _____

Organization: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax: _____

Email: _____

Special Needs: ☐ Accessibility/Disability/Assistance/ Dietary

Registration forms must be submitted no later than April 29, 2011.

Early registration is appreciated.

**Please email this completed registration form to KaeAnn Rausch at
rausch.kaeann@dol.gov**

**Please make your hotel reservation by April 25, 2011. Rooms are reserved under the name,
“U.S. Department of Labor Green Jobs Conference”**

*PLEASE NOTE: By emailing this form, you are registering for the conference itself.
Room reservations are made separately by each attendee.*